

DDA SUBJECT FILE COPY



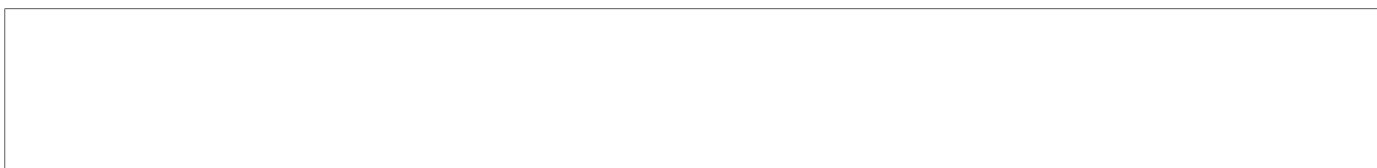
DA 88 - 2389
10 November 1988

MEMORANDUM FOR: Director of Central Intelligence

FROM: R. M. Huffstutler
Deputy Director for Administration

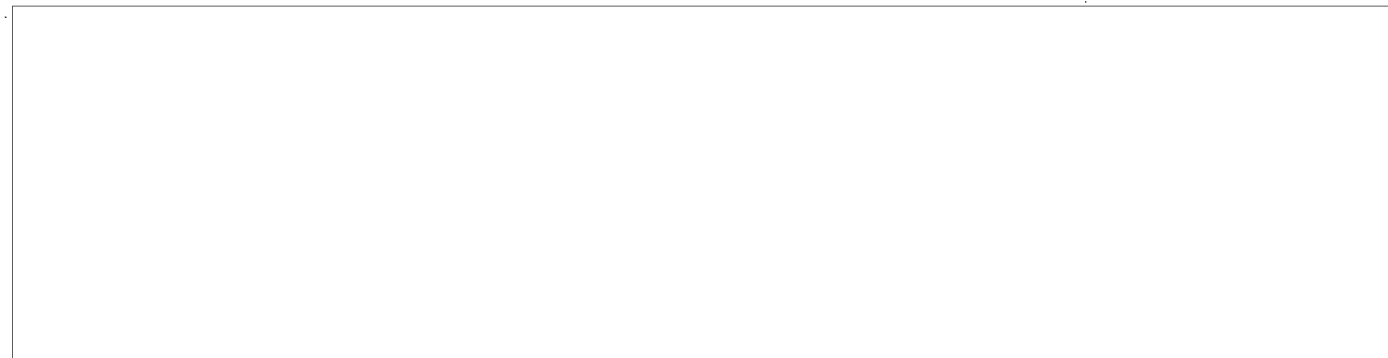
SUBJECT: Weekly Report for Period Ending 10 November 1988

25X1



2. An OIT physically challenged computer operator represented the Agency at the first interagency Equal Employment Opportunity Commission's Handicapped Employees Advisory Committee conference. The Committee's goal is to improve communication and understanding of employment issues that affect physically challenged federal employees.

25X1



5. As of 4 November, the Office of Personnel's (OP) Combined Federal Campaign (CFC) Staff had received 31 percent of the pledge cards and \$143,935 or 28.56 percent of the Agency's CFC goal of \$504,000.

ALL PORTIONS SECRET

25X1
25X1



100-15



S E C R E T

OTM-11

25X1 6. OP reports that the Executive Director approved the nominations of
25X1 [redacted], Office of Development and Engineering, as the winner of the
CIA Engineer of the Year Award, and [redacted] Office of Scientific
Weapons Research, as the winner of the CIA Scientist of the Year Award.

[redacted]

25X1 8. In a first, the Office of Training and Education (OTE) and OIT
25X1 co-sponsored [redacted] presentation on "Managing Your Company" live via
satellite in the Headquarters Auditorium. [redacted] used themes from his book,
Thriving On Chaos, to discuss what organizations must do now to be competitive
in the future.

9. Harvard University's Kennedy School of Government, as part of its
contract with OTE, held a faculty seminar on the relationship between the
Intelligence Community and Congress. The topic reflects the School's growing
realization of the importance of the Intelligence Community's relationship
with Congress and of its own cautious effort to make its relationship with the
Agency more widely known.

10. At the request of OIT, Office of Medical Services technicians
measured the electromagnetic field strengths generated from two-way radio
systems in the New Headquarters Building (NHB) and issued an employee bulletin
with the results. No radiofrequency hazard was detected.

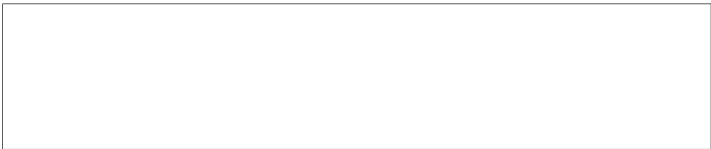
25X1 11. The Office of Logistics (OL) reports [redacted]
25X1 [redacted]

25X1 selection of a new office building.

[redacted]

13. The Office of Finance, in coordination with the Department of the Army, has developed a systematic approach to pay for goods and services provided to us on a reimbursable basis by the Army. For the first time, we have consolidated the cost of these services into a central budget that has been submitted to the Army.

25X1



R. M. Huffstutler

25X1 ORIG: DDA/MS [redacted] pf:4 November 88 (weeklib)

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